

AN ORDINANCE BY *Debra Hudson*

03-0 -0394

AN ORDINANCE TO AMEND ARTICLE "V", CLASSIFICATION PLAN, SECTION 114-477, OF THE CODE OF ORDINANCES, CITY OF ATLANTA, GEORGIA, SO AS TO ABOLISH VACANT POSITIONS, ABOLISH FILLED POSITIONS, CREATE, RECLASSIFY, TRANSFER, SALARY AND GRADE ADJUST POSITIONS, AND FOR OTHER PURPOSES.

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY ORDAINS that Section 114-477, of the Code of Ordinances, City of Atlanta, Georgia, be and the same is hereby amended as follows:

SECTION 1: EFFECTIVE DATE OF ACTIONS: That the effective date for actions contained within this ordinance shall be the beginning date of the pay period following adoption by Council and approval by the Mayor, or the date this ordinance becomes effective without such approvals per City Charter Section 2-403, unless otherwise provided for herein.

SECTION 2: DEPARTMENT OF AVIATION

POSITION CREATIONS UNCLASSIFIED: That the following positions are hereby created in the Unclassified Service in the Department and Bureau/Office indicated

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>ANNUAL SALARY</u>
Administration						
2H01 511004 R11001	45388	1	Administrative Assistant	314002	11	\$27,593 - \$38,046
2H01 511004 R12006	45389 45390	2	Computer Operations Technician	313001	9	\$24,871 - \$34,159
2H01 511004 R11002	45391	1	Administrative Assistant	314002	11	\$27,593 - \$38,046
Business and Finance						
2H01 511004 R51005	45392 45393	2	Accounting Technician	311074	9	\$24,871 - \$34,159

POSITION RECLASSIFICATIONS WITH INCUMBENTS: That the following positions and the incumbents, be and the same are hereby reclassified in the Department and Bureau/Office indicated:

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>ANNUAL SALARY</u>
Maintenance, Operations and Safety						
2H01 511001 R48001	00138	1	<u>From:</u> Accounting Technician	311074	9	\$24,871- \$34,159
			<u>To:</u> Accounting Technician, Senior	311076	11	\$27,593- \$38,046
Business and Finance						
2H01 511001 R51008	00117	1	<u>From:</u> Administrative Assistant	314002	11	\$27,593- \$38,046
			<u>To:</u> Administrative Assistant, Senior	314008	13	\$30,314- \$41,935

SECTION 2: DEPARTMENT OF AVIATION (Cont'd)

POSITION TRANSFERS FROM THE CLASSIFIED SERVICE TO THE UNCLASSIFIED SERVICE:

That the following vacant positions are hereby transferred:

Administration

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>ANNUAL SALARY</u>
2H01 511001 R11001	00100	1	Administrative Assistant, Senior	314008	13	\$30,314 - \$41,935

Business and Finance

2H01 511001 R51007	24014	1	Administrative Assistant	314002	11	\$27,593 - \$38,046
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PERFORMANCE PAYMENT PROGRAM:

- The Aviation General Manager is granted authority to provide in fiscal year 2003, one-time performance payments to individual employees and employee teams that have made significant contributions to service delivery.
- The performance payment program shall honor employees and teams which have exceeded expectations in one or more of the following areas: quality performance, customer service, or service improvement.
- To be eligible, an employee must be a permanent City employee with at least two years of service as of the date of the exemplary performance, must have an effective performance rating and must have met the criteria established by the City of Atlanta for receipt of a performance payment.
- The performance payments must be within the department's current adopted budget and may not exceed 5% of the salary appropriation. The total annual performance payment awarded to an employee may not exceed \$2,000. The total annual amount of the Department of Aviation performance bonus payments shall not exceed \$100,000 per year.

SECTION 3: DEPARTMENT OF CORRECTIONS

POSITION ABOLISHMENT: That the following positions be and the same is hereby abolished in the indicated Department, effective:

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>ANNUAL SALARY</u>
1A01 511001 I41001	20067	1	Correction Officer	421001	12-PS	\$30,783 - \$42,262

CLASS SALARY GRADE AMENDMENTS: That the paygrade of the following classifications and the incumbents, employees allocated to the same classifications, be and the same are hereby amended as indicated:

<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>ANNUAL SALARY</u>
Corrections Health Assistant, Senior (D)	611006	From: 23 To: 24	\$42,522 - \$59,975 \$43,884 - \$61,919

ABOVE ENTRY HIRING AUTHORIZATIONS FOR SPECIFIC CLASSIFICATIONS: That authorization is granted to the appointing authority to fill all vacant positions in the following classification at a step not to exceed the maximum step indicated:

<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>SALARY STEP</u>	<u>ANNUAL SALARY</u>
Corrections Health Assistant (D)	611003	21	(10)	\$39,800 - \$56,086
Corrections Health Assistant, Senior (D)	611006	24	(10)	\$43,884 - \$61,919

SECTION 4: EXECUTIVE OFFICES

POSITION TRANSFERS FROM THE CLASSIFIED SERVICE TO THE UNCLASSIFIED SERVICE:

That the following vacant positions are hereby transferred:

Office of General Services

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>ANNUAL SALARY</u>
1A01 511001 G43101	45247	1	Building Maintenance Mechanic, Senior (D)	232010	11	\$27,593 - \$38,046
1A01 511001 G43101	45381	1	Facilities Maintenance Administrator, Senior	234060	27	\$47,966 - \$67,751

SECTION 5: DEPARTMENT OF HUMAN RESOURCES

ABOVE ENTRY HIRING AUTHORIZATIONS FOR SPECIFIC CLASSIFICATIONS: That authorization is granted to the appointing authority to fill all vacant positions in the following classification at a step not to exceed the maximum step indicated:

<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>SALARY STEP</u>	<u>ANNUAL SALARY</u>
Business Manager	311098	32	(8)	\$54,769 - \$72,426
Diversity Manager	316047	32	(8)	\$54,769 - \$72,426
Human Resources Administrator, Senior	316042	32	(8)	\$54,769 - \$72,426
Human Resources Administrator	316043	30	(8)	\$52,049 - \$68,797
Psychologist	325001	30	(8)	\$52,049 - \$68,797
Behavioral Health Specialist	316052	24	(8)	\$43,884 - \$57,911
Human Resources Generalist	316044	24	(8)	\$43,884 - \$57,911
Literacy Manager	316045	24	(8)	\$43,884 - \$57,911
Information Systems Manager	313005	23	(8)	\$42,522 - \$56,097
Literacy Instructor	316046	21	(8)	\$39,800 - \$52,468
Diversity Analyst	316048	21	(8)	\$39,800 - \$52,468

SECTION 6: DEPARTMENT OF INFORMATION TECHNOLOGY

POSITION CREATIONS UNCLASSIFIED: That the following positions are hereby created in the Unclassified Service in the Department and Bureau/Office indicated

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>ANNUAL SALARY</u>
Bureau of Management Information Systems						
2M01 511001 E12001	45411	1	Information Technology Analyst, Senior	531007	21	\$39,800 - \$56,086

SECTION 7: DEPARTMENT OF LAW

ABOVE ENTRY HIRING AUTHORIZATIONS FOR SPECIFIC CLASSIFICATIONS: That authorization is granted to the appointing authority to fill all vacant positions in the following classification at a step not to exceed the maximum step indicated:

<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>SALARY STEP</u>	<u>ANNUAL SALARY</u>
City Attorney, Deputy	315065	45	(10)	\$72,461 - \$113,259
City Attorney, Senior Assistant	315064	38	(10)	\$62,935 - \$89,136
City Attorney, Assistant	315063	33	(10)	\$56,131 - \$79,415
Business Manager	311098	32	(10)	\$54,769 - \$77,471
City Attorney, Associate	315066	28	(10)	\$49,327 - \$69,695
Paralegal	315012	17	(10)	\$34,357 - \$48,311

SECTION 8: DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

POSITION CREATIONS UNCLASSIFIED: That the following positions are hereby created in the Unclassified Service in the Department and Bureau/Office indicated

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>ANNUAL SALARY</u>
Bureau of Planning						
1C45 511001 Y63001	45409	1	Planning Assistant Director	327004	27	\$47,966 - \$67,751
1C45 511001 Y63001	45412 45413	2	Administrative Analyst, Principal	314034	24	\$43,884 - \$61,919
1C45 511001 Y63001	45414	1	Urban Planner, Principal	327002	23	\$42,522 - \$59,975
1C45 511001 Y63001	45415	1	Urban Planner, Senior	327001	21	\$39,800 - \$56,086
1C45 511001 Y63001	45416	1	Urban Planner, Senior	327001	21	\$39,800 - \$56,086
Bureau of Economic Development						
1B01 511001 Y63XXX	45407	1	Project Manager	312148	27	\$47,966 - \$67,751
1B01 511001 Y63XXX	45408	1	Financial Manager	311008	24	\$43,884 - \$61,919

POSITION CREATIONS CLASSIFIED: That the following positions are hereby created in the Classified Service in the Department and Bureau/Office indicated

Bureau of Economic Development

1B01 511001 Y63XXX	45410	1	Administrative Assistant, Senior	314008	13	\$30,314 - \$41,935
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DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT (Cont'd)

POSITION RECLASSIFICATIONS WITH INCUMBENTS: That the following positions and the incumbents, be and the same are hereby reclassified in the Department and Bureau/Office indicated:

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>ANNUAL SALARY</u>
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Bureau of Housing and Code Compliance

1B01 511001 J13X020 1A22J	00079	1	<u>From:</u> Grants Management Analyst	311057	21	\$39,800- \$56,086
			<u>To:</u> Management Analyst	311056	21	\$39,800- \$56,086
1B01 511001 Y53P0103 A22A	00033	1	<u>From:</u> Housing Rehabilitation Advisor	523006	13	\$30,314- \$41,935
			<u>To:</u> Office Assistant (D)	112003	7	\$22,149- \$30,270

ABOVE ENTRY HIRING AUTHORIZATIONS: That authorization is granted to fill the following positions at a step of the salary grade not to exceed the maximum step indicated:

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>SALARY STEP</u>	<u>ANNUAL SALARY</u>
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Bureau of Planning

1C45 511001	45409	1	Planning Assistant Director	327004	27	(8)	\$47,966 - \$63,354
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DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT (Cont'd)

ABOVE ENTRY HIRING AUTHORIZATIONS (Cont'd)

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>SALARY STEP</u>	<u>ANNUAL SALARY</u>
1C45 511001 Y63001	45412 45413	2	Administrative Analyst, Principal	314034	24	(8)	\$43,884 - \$59,914
1C45 511001 Y63001	45414	1	Urban Planner, Principal	327002	23	(8)	\$42,522 - \$56,097
1C45 511001 Y63001	45415	1	Urban Planner, Senior	327001	21	(8)	\$39,800 - \$52,468
1C45 511001 Y63001	45416	1	Urban Planner, Senior	327001	21	(8)	\$39,800 - \$52,468

POSITION TRANSFERS: That the following positions and the incumbents are hereby transferred as indicated below:

<u>FROM: ACCOUNT NUMBER</u>	<u>TO: ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>
1C45 511001 D71001	1C45 511001 Y11001	45213	1	Program Management Officer	312144
1C45 511001 D71001	1C45 511001 Y11001	45214	1	Project Manager	312148

SECTION 9: DEPARTMENT OF POLICE

POSITION ABOLISHMENT: That the following positions be and the same is hereby abolished in the indicated Department, effective:

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>ANNUAL SALARY</u>
1A01 511001 X12001	17471	1	Office Manager	314003	15	\$31,635 - \$44,422

POSITION CREATIONS UNCLASSIFIED: That the following positions are hereby created in the Unclassified Service in the Department and Bureau/Office indicated

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>ANNUAL SALARY</u>
1A01 511001 X12001	45405	1	Administrative Analyst	314006	17	\$34,357 - \$48,311

ABOVE ENTRY HIRING AUTHORIZATIONS: That authorization is granted to fill the following positions at a step of the salary grade not to exceed the maximum step indicated:

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>SALARY STEP</u>	<u>ANNUAL SALARY</u>
1A01 511001 X12001	45405	1	Administrative Analyst	314006	17	(8)	\$34,357 - \$45,210

SECTION 10: DEPARTMENT OF PROCUREMENT

POSITION ABOLISHMENT: That the following positions be and the same is hereby abolished in the indicated Department, effective:

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>ANNUAL SALARY</u>
1A01 511001 K12001	03344	1	Administrative Assistant	314002	11	\$27,593 - \$38,046
1A01 511001 K13001	03307	1	Buyer	317010	15	\$31,635 - \$44,422
1A01 511001 K13001	18995	1	Buyer	317010	15	\$31,635 - \$44,422
1A01 511001 K13001	03317	1	Buyer Assistant	317009	11	\$27,593 - \$38,046
2J01 511001 K12001	20690	1	Contracting Officer	317008	19	\$37,079 - \$52,199
2H01 511001 K12001	22293	1	Contracting Officer Senior	317015	24	\$43,884 - \$61,919
2J01 511001 K12001	22283	1	Contracting Officer Senior	317015	24	\$43,884 - \$61,919
1A01 511001 K13001	03319 03309	2	Contracts Technician	311073	9	\$24,871 – \$34,159
1A01 511001 K13001	03329	1	Purchasing & Real Estate, Assistant Director	312099	27	\$47,966 - \$67,751
1A01 511001 K12001	01213	1	Secretary (D)	114006	7	\$22,149 - \$30,270

DEPARTMENT OF PROCUREMENT (Cont'd)

POSITION CREATIONS UNCLASSIFIED: That the following positions are hereby created in the Unclassified Service in the Department and Bureau/Office indicated

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>ANNUAL SALARY</u>
1A01 511001 K13001	45394	1	Procurement Officer	312275	27	\$47,966 - \$67,751
1A01 511001 K11001	45395	1	Contract Administrator, Sr	317017	39	\$64,296 - \$91,080
2J01 511001 K12001	45396	1	Procurement Officer	312275	27	\$47,966 - \$67,751
2J01 511001 K12001	45397	1	Contract Administrator	317016	32	\$54,769 - \$77,471
2H01 511001 K12001	45398	1	Procurement Officer	312275	27	\$47,966 - \$67,751
2H01 511001 K12001	45399	1	Contract Administrator	317016	32	\$54,769 - \$77,471
1A01 511001 K11001	45402	1	Administrative Services Manager	312103	27	\$47,966 - \$67,751

POSITION CREATIONS CLASSIFIED: That the following positions are hereby created in the Classified Service in the Department and Bureau/Office indicated

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>ANNUAL SALARY</u>
1A01 511001 K11001	45400	1	Customer Service Representative (D)	121019	7	\$22,149 - \$30,270
1A01 511001 K12001	45401	1	Administrative Assistant Senior	314008	13	\$30,314 - \$41,935
1J01 511001 K12001	45403	1	Administrative Assistant	314002	11	\$27,593 – \$38,046

DEPARTMENT OF PROCUREMENT (Cont'd)

ABOVE ENTRY HIRING AUTHORIZATIONS: That authorization is granted to fill the following positions at a step of the salary grade not to exceed the maximum step indicated:

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>SALARY STEP</u>	<u>ANNUAL SALARY</u>
1A01 511001 K13001	45394	1	Procurement Officer	312275	27	(10)	\$47,966 - \$67,751
1A01 511001 K11001	45395	1	Contract Administrator, Sr.	317017	39	(10)	\$64,296 - \$91,080
2J01 511001 K12001	45396	1	Procurement Officer	312275	27	(10)	\$47,966 - \$67,751
2J01 511001 K12001	45397	1	Contract Administrator	317016	35	(10)	\$58,852 - \$83,303
2H01 511001 K12001	45398	1	Procurement Officer	312275	27	(10)	\$47,966 - \$67,751
2H01 511001 K12001	45399	1	Contract Administrator	317016	35	(10)	\$58,852 - \$83,303
1A01 511001 K11001	45402	1	Administrative Services Manager	312103	27	(10)	\$47,966 - \$67,751

CLASS CREATIONS: That the classification plan of the City of Atlanta is hereby amended by creating the following classes as indicated:

<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>ANNUAL SALARY</u>
Contract Administrator	317016	35	\$58,852 - \$83,303
Contract Administrator, Senior	317017	39	\$64,296 - \$91,080
Procurement Officer	312275	30	\$52,049 - \$73,583

SECTION 11: DEPARTMENT OF WATERSHED

POSITION CREATIONS UNCLASSIFIED: That the following positions are hereby created in the Unclassified Service in the Department and Bureau/Office indicated

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>ANNUAL SALARY</u>
2J21 511001 Q43001	45843	1	Administrative Analyst, Principal	314034	24	\$43,884 - \$61,919

POSITION CREATIONS CLASSIFIED: That the following positions are hereby created in the Classified Service in the Department and Bureau/Office indicated

2J21 511001 Q11101	45844	1	Administrative Analyst	314006	17	\$34,357 - \$48,311
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EMPLOYEE SALARY ADJUSTMENT AUTHORIZATIONS: That authorization is granted to adjust the salary step of the incumbent employees of the following positions not to exceed the maximum step indicated:

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>SALARY STEP</u>	<u>ANNUAL SALARY</u>
2J01 511001 Q11401	07308	1	Safety & Training Specialist, Departmental	316037	15	(3)	\$31,635 - \$34,478
2J21 511001 Q24401	22219	1	Water Utility Development Director	312270	35	(8)	\$58,852 - \$77,880

PERFORMANCE PAYMENT PROGRAM:

- The Commissioner of Watershed Management is granted authority to provide for fiscal year 2003, one-time performance payments to individual employees and employee teams that have made significant contributions to service delivery.
- The performance payment program shall honor employees and teams which have exceeded expectations in one or more of the following areas: quality performance, customer service, or service improvement.
- To be eligible, an employee must be a permanent City employee with at least two years of service as of the date of the exemplary performance, must have an effective performance rating and must have met the criteria established by the City of Atlanta for receipt of a performance payment.
- The performance payments must be within the department's current adopted budget and may not exceed 5% of the salary appropriation. The total annual performance payment awarded to an employee may not exceed \$2,000. The total annual amount of the Watershed Management performance bonus payments shall not exceed \$100,000 per year.

SECTION 12: - DHR AUTHORIZED TO CORRECT ERRORS: That the Department of Human Resources is authorized to made administrative corrections to the position information contained in this ordinance as necessary, provided that no correction increases the costs approved by this ordinance.

SECTION 13: That all ordinances and parts of ordinances in conflict herewith be and the same are hereby waived.